

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
P.O. BOX 25047
DENVER, COLORADO 80225-0047

August 8, 1997

In Reply Refer To:
1525 (BC-680) P

Instruction Memorandum No. BC-97-030

To: All State Directors, Associate Director, FA-100
Attention: Property Management

From: National Business Center, Property Management Team (BC680)

Subject: Use of WEX Fuel Cards for Bulk Fuel and Other Fuel Purchases

All offices using the WEX pool fuel card (also known as a serial or miscellaneous card) for purchases are advised that these charges will be debited against their 1820-00 account unless:

1. The office sends official correspondence to BC630, ATTN: Suzanne Rebek, designating another account to be the default cost center for these cards.
2. The office must send in a charge receipt for the purchase showing: The office code where the card is assigned, the card number, and the cost center to which the charges are to be assigned. Some of this information may be on the charge receipt but the office must assure that it is on the receipt or the receipt will be returned without action. If the charges are for a WCF vehicle, include the license number and vehicle class. This receipt must be sent to BC630, ATTN: Suzanne Rebek, as soon as possible so that it can be reconciled with the invoice before the invoice is paid.

If a fueling facility refuses the WEX card, the BLM card user may either: request the vendor contact Wright Express at (800) 947-4472 for prompt purchase approval; or not use the card and then ask the facility to send an invoice to: BC630, ATTN: Suzanne Rebek, for payment, including all vehicle license number and class information on the invoice. As a last choice, the employee may use an IMPAC card.

Bulk fuel purchases may no longer be made with fuel cards. All bulk fuel for mobile or

stationery tanks must be purchased with benefitting activity funds. Reimbursement from WCF to a benefitting activity is accomplished by submitting a BLM form 1520-28 showing fuel issues along with the purchase document for fuel. GSA form 1374-A must be submitted for reimbursement by GSA for fuel issues to GSA vehicles. Persons purchasing fuel using fire cost centers and using the fuel in BLM vehicles should be aware that the fire cost center will be paying for the fuel twice if the vehicles are also charging mileage to the fire.

If you have any questions, you may call or GroupWise Tom Jatko (tjatko), fleet manager, at (303) 236-9456, Suzanne Rebek (srebek), Voucher Examiner, at (303) 236-6343, or Michael Kostroski (mkostros), Property Technician, at (303) 236-9459, FAX (303) 236-9470.

Signed by:
Thomas Jatko, PE
Fleet Manager

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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